

**HARMONY TOWNSHIP
WARREN COUNTY, STATE OF NEW JERSEY**

PROFESSIONAL SERVICES APPLICATION PROCESS

FAIR AND OPEN PROCESS

Subsequent to the determination by the Township of Harmony that a contract shall be in excess of \$17,500 the Township shall utilize the fair and open process delineated below to select the business entity, including those providing professional services, to which the Township shall enter into such contract. In accordance with Ch. 19, P.L. 204, the criteria delineated below as to what constitutes a fair and open process is the final decision of the Township of Harmony.

The Fair and Open/Process established by the Township of Harmony shall be as follows:

1. The solicitation of qualifications for any contract to be determined in excess of \$17,500, and for which a bid solicitation shall not be required under Local Public Contracts Law, shall be published and advertised by the Township either in the official newspaper of the Township of Harmony for publication of notices OR on the Township of Harmony website not later than 10 (TEN) days prior to the date set for the receipt of said requests for qualifications. The published notice shall set forth a description of the requested goods or services, the time, date and place that the proposals must be submitted, the contact information for obtaining a proposal document and a statement that the proposals are being solicited through the fair and open process, in accordance with N.H.S.A. 19:44A-20.5 et seq.

The Township shall require that any entity responding to the request for qualifications shall include, at a minimum the follows:

- a. Full name and business address;
- b. Any professional licenses held by the applicant in the State of New Jersey or any other State including a "certificate of good standing" or other documents evidencing that the license is not presently suspended or revoked;
- c. The number of licensed professionals employed by, or associated with, the applicant;
- d. A listing of all degrees (college, and/r graduate degrees) held by the applicant and any associated professionals in the business entity;
- e. A listing of all public entities for whom the business entity has had a contractual relationship, either currently or previously, including the dates of service and the position held;
- f. A listing of any professional affiliations or membership in any professional societies or organizations, including any offices or honors held.

The Township of Harmony shall review the responses to the request for qualifications and appoint or award a contract to a business entity for the goods or services advertised subsequent to such review. The resolution awarding the contract shall state that the contract was awarded after a fair and open process and shall state the number of responses received.

Contracts subject to the Fair and Open Process delineated herein are subject to additional requirements as provided by ordinances adopted by the Township of Harmony and any other applicable laws including, but not limited to, the Local Public Contracts Law.

SELECTION CRITERIA

1. Qualifications of the individuals who will perform the tasks and the amount of their respective participation;
2. Experience in providing the services requested by the Township of Harmony and referenced related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the Township of Harmony.
4. Recent, current and projected work load of the individual or firm;
5. Thoroughness and completeness of the applicant's submittal.
6. Proposals will be evaluated by the Township Committee of the Township of Harmony, Warren County, NJ on the basis of the most advantageous, price and other factors considered. The evaluation will consider:
 - a. Experience and reputation in the field;
 - b. Knowledge of the Township of Harmony and the subject matter to be addressed under the contract;
 - c. Availability to accommodate any required meetings of the agency;
 - d. Compensation proposal;
 - e. Other factors if demonstrated to be in the best interest of the Township of Harmony, Warren County, NJ.

SOLICITATION FOR QUALIFICATION SHALL BE FOR THE FOLLOWING:

- 1. MUNICIPAL AUDITOR**
- 2. PROFESSIONAL MUNICIPAL PLANNER**
- 3. PROFESSIONAL LAND USE BOARD PLANNER**

Submit qualifications by the end of business on Friday, November 2, 2012 in a clearly marked envelope to:

Kelley Smith, Municipal Clerk
Township of Harmony
3003 Belvidere Road
Phillipsburg, NJ 08865

Regular Business hours are 9:00 a.m. – 4:00 p.m.